

## REPORTS INVENTORY

PREPARE IN DUPLICATE

Classification  
CONTROL NO.

DDS/OTR/EA - 4

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE

 STATISTICAL NARRATIVE

MACHINE-NAME LISTING

Program Call - (Five Fiscal Years)

3. FUNCTIONAL AREA	PERSONNEL	<input checked="" type="checkbox"/>	TRAINING	ADMIN. GENERAL OTHER (specify) Training Support
	LOGISTICS	<input checked="" type="checkbox"/>	SECURITY	
	MEDICAL	<input checked="" type="checkbox"/>	FINANCE	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)
12	Annual			2
7. FORMAT (memorandum, form computer print-out, etc) narrative - bound in hard cover	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
	YES	IF YES GIVE ADP PROCESSING NO.		CIA Executive Director- Comptroller
	<input checked="" type="checkbox"/>	NO		
10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, STAT Form No., or nomenclature. Attach separate sheet if necessary.)			
EA/Plans	8 (OTR Schools and Staffs including the			STAT

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-18	17.00		16 hrs.		272.00		1		\$ 272.00
GS-17	16.70		16 hrs.		267.20		1		267.20
GS-16	14.50		16 hrs.		232.00		1		232.00
GS-14	11.00		210 hrs.		2,310.00		1		2,310.00
GS-14	11.00		30 hrs.		330.00		1		330.00
GS-13	9.10		180 hrs.		1,638.00		1		1,638.00
GS-07	4.50		100 hrs.		450.00		1		450.00
GS-05	3.60		90 hrs.		324.00		1		324.00

## B. COSTS OF COMPUTER PRODUCED REPORTS

## TOTAL COSTS PER YEAR

\$5,823.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Support to CIA's Congressional Budget, and projection of budget requirements.  
 First Program Call submitted by OTR in March 1966 per direction from Executive Director-Comptroller.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
	RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	CHANGE		
	<input type="checkbox"/>	DISCONTINUE		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
12 October 70	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140071-4 O/EA/Plans	